



**Republic of the Philippines**  
**Department of Education**  
**REGION IV-A CALABARZON**  
**CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS**

**REQUEST FOR QUOTATION (RFQ)**

<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Name of Company</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Complete Company Address</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Date: May 23, 2024</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">RFQ No.: 24-05-0073</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">PR No.: 2024-05-0073</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">ABC: ₱ 4,882.26</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">PHILGEPS Ref. No.: N/A</div>
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**To Whom It May Concern:**

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than June 3, 2024 at 9:00 am to the address listed above.

**GENERAL CONDITIONS**

1. All entries must be typewritten and legible;
2. Bidders must submit certificate of PHILGEPS Registration; or
3. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
4. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

**Your Company Name**  
**RFQ No.: 24-05-0073**  
**PR No.: 2024-05-0073**  
**PHILGEPS Reference No.: N/A**

5. Delivery period must be at least within seven (7) calendar days upon receipt of the Notice of Award (indicated the days of delivery in the Bidder's Certificate)
6. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
7. Price validity shall be for a period of three (3) months;
8. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
9. Transaction with City School Division of Tayabas shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
10. Failure to comply with these conditions shall mean disqualification of your bid proposal.

**HERBERT D. PEREZ**  
BAC Chairperson

PLEASE QUOTE: PER LOT / PER ITEM				SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/ Model Offer)	
				Unit Price	Total Price	Yes	No
1	Magazine Box, Horizontal, Legal, Single, Color: RED	6	unit				
2	Portable Wristband PA speaker system with headset microphone, digital voice amplifier/lapel, lightweight and heavy duty, rechargeable. Features: USB Reader, FM radio, Micro USB card reader, volum adjusting knob	2	unit				
	***Nothing Follows						
TOTAL							
Date of Event				N/A			
Purpose				Procurement of Office Supplies and Equipment in Support to Bookmobile thru the Project LIBLIFE			

**SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION**

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in \_\_\_\_\_ days from receipts of the Notice of Award.

**CANVASSER'S CERTIFICATION**

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation (RFQ) in accordance to the guidelines in securing prices for the City Schools Division of Tayabas.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Company Tel./Fax/Mobile No.

\_\_\_\_\_  
Company Tax Identification No. (TIN)

\_\_\_\_\_  
Date